



Minutes - APPROVED

Public Records Board
Records Management Committee

Tuesday, February 15, 2022; 1:00
Teams Meeting

Committee Members Present: Paul Ferguson, Abbie Norderhaug and Erin Scharlau

- 1) **Call to order:** 1:01 PM.
- 2) **Approval of October 26, 2021, Minutes:**

Paul Ferguson moved, seconded by Erin Scharlau, that the minutes from October 26, 2021, be approved as submitted. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

- 3) **Review of Records Retention Disposition Authorizations (RDAs) on the First Quarter 2022 Public Records Board (PRB) Record Series Index:**

There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

The draft of the Administrative General Records Schedule was reviewed and discussed at length. Members of the workgroup were present to respond to questions. The Committee appreciates the hard work and long-term efforts of the workgroup during this unique review process. Revisions will be made based on feedback from the Committee and the draft will be forwarded to the Board for review at the March 21, 2022, meeting.

Meeting adjourned at 3:21 PM. Motion made by Paul Ferguson, seconded by Erin Scharlau. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

Next meeting: May 10, 2022.